



Horry County Probate Court
R. Allen Beverly, Jr.
Judge of Probate

<https://www.horrycountysc.gov/departments/probate-court/>

OFFICE USE ONLY:

Initial Contact Date: _____ Staff: _____
Docs Mailed/Picked-Up/E-Mailed: _____
Cost: _____ Date Paid: _____
Receipt No. _____ Online Trans ID # _____
Obligations _____ Cost Sheet _____

COPY REQUEST FORM

All documents filed with the Probate Court are public record* and copies (not certified or exemplified) may be obtained by visiting our office and using our self-service kiosk to make copies (cash, check, money order for copies). Standard copies (not self-service), exemplified copies, and certified copies may be requested using this form.

1. Search the Probate Index Online at <https://scportal.hostedbyspartan.com/HorryPublicProbate/pages/InquiryMainPage.aspx> to obtain case information.
2. Complete information below (typed or printed legibly) and e-mail to probaterecords@horrycountysc.gov. **We will reply to your e-mail with the total cost for obtaining the copies.**
3. Pay the Copy Fee by **Mail**: Send this completed form with your check/money order payable to **Horry County Probate Court**. Our mailing address is PO Box 288, Conway, SC 29528. You may also drop off your payment in our office.
4. Please allow three (3) business days from the date payment is received for processing your request.
5. If you are asking to receive physical documents, you must provide a self-addressed, stamped envelope with proper postage affixed for the documents mailed to you. Otherwise, you will be notified when the documents are available for pick-up in our office.

FEES: Emailed Documents or Search Fee: \$10.00 **for all requests plus** per page copy cost
Photocopies/E-Mailed Documents: \$.50 per page
Certified Copies: \$10.00 search fee **plus** \$5.00 per document **plus** \$.50/page photocopy fee
Exemplified Copies: \$20.00 Exemplification Fee **plus** \$10.00 search fee **plus** \$.50/page photocopy fee

Case Name: Click or tap here to enter text. Case Number: Click or tap here to enter text.
Requested By: Click or tap here to enter text.
Address: Click or tap here to enter text.
Telephone: Click or tap here to enter text. Email: Click or tap here to enter text.

☐ Email copies to the e-mail address listed above (provided as a courtesy; per page photocopy fee applies)

☐ Mail copies to the address listed above (Include self-addressed, stamped envelope – proper postage affixed – with your payment)

DOCUMENTS REQUESTED: ☐ Entire File (not all documents can be certified/exemplified)

1. Last Will and Testament	5. Click or tap here to enter text.
2. Form 300 (Application for Probate/Appointment)	6. Click or tap here to enter text.
3. Fiduciary Letter	7. Click or tap here to enter text.
4. Inventory & Appraisalment	8. Click or tap here to enter text.

☐ **CERTIFIED COPIES REQUESTED**

☐ **EXEMPLIFIED COPIES REQUESTED**

* Subject to restrictions contained in federal and state law. Guardianship/Conservatorship files are available in our office to view on a limited basis; Mental Health/Chemical Dependency files are not available to the public. To obtain copies of death certificates you should request those from South Carolina Department of Public Health.